

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3410.22

11/21/91

SUBJ: INDIVIDUAL DEVELOPMENT PLANNING FOR AIRWAY FACILITIES EMPLOYEES

1. PURPOSE. This order establishes and implements the process for identifying the developmental needs of the AF workforce and to provide a vehicle for scheduling and planning needs to meet employees' particular career goals for development. Although an IDP does not guarantee promotion, it will serve to enhance career development, improve employee performance in existing positions, develop specific qualities or skills, and provide assistance in achieving total employee potential. AF recommends and encourages that each AF employee participate in this career development process.

2. DISTRIBUTION. This order is distributed to all employees in the Office of the Associate Administrator for Airway Facilities, the Systems Maintenance Service, and the NAS Transition and Implementation Service in Washington headquarters, regional Airway Facilities Divisions, and all Airway Facilities field offices.

3. BACKGROUND.

a. The IDP is a developmental tool used to represent the employee's career goals, and what the employee and supervisor feel are the best and most reasonable methods to achieve these goals, both in the interest of the employee and the agency. It is also in the interest of the agency to assist employees with development plans to the extent they are consistent with the organizational mission.

b. An IDP is a plan designed to assist employees in meeting career goals for development. It is a method of systematically planning for training and experience in order to develop specific skills and knowledge. The prime purpose of an IDP is to help employees achieve career goals. As the needs of the organization change, IDP's may also change to reflect an employee's career goals in that organization. Managers and supervisors are held accountable to assure that all employees are given the opportunity to prepare IDPs. However, IDPs are required for employees who are participating in the AF Supervisory Identification and Development Program (AF-SIDP), the AF National Selection System (AFNSS), and the Senior Executive Service Candidate Development Program (SES CDP).

c. Other agency directives that provide policy and guidance for career development include Order 3410.1, Career Planning Program, Order 3410.12, Airway Facilities Career Planning Program, and Order 3000.6B, Training.

4. IDP IMPLEMENTATION PROGRESS. The procedures outlined in this order support the agency's policy for individual development planning. The automated goals and objectives tracking system maintained by the Systems Maintenance Service will be used to monitor compliance with established IDP agency policy.

5. ACTION. Each AF supervisor is required to:

a. Advise employees of the program and encourage each of their employees to participate in the IDP process.

b. Establish an implementation schedule for advising employees of the process in conjunction with annual and semi-annual performance reviews.

c. Assure that IDPs do not interfere with Airway Facilities developmental technical employees working towards full journey level.

6. RESPONSIBILITIES.

a. Employees. Career development is primarily a personal and individual responsibility. If participating in the IDP process each employee has the responsibility to:

- (1) Assess his/her aptitude and interest
- (2) Determine his/her career goals
- (3) Identify these career goals to his/her supervisor/manager for individual assistance
- (4) Initiate a realistic/achievable development plan
- (5) Follow through on development plans
- (6) Stay alert to opportunities and changes

b. Supervisors.

(1) The supervisor plays a significant role in each employee's career development. It is the responsibility of each supervisor to work with each employee in an effort to assist the employee in working towards their short-and long-term career goals; provide information about the agency's future plans and opportunities; match individual skills to specific tasks; utilize the employee's strengths; assist employees in formulating developmental plans; suggest appropriate training; recommend employees for specific projects, transfers, or promotions; assure

that all new employees are briefed and provided the opportunity to participate; and provide realistic feedback to each employee. Supervisors must assure that IDPs are realistic, achievable, and do not raise false expectations.


(2) It is each supervisor's responsibility to obtain supervisory training on the IDP program. The AF Employee/Supervisor Handbook Career Enhancement Guide identifies specific courses that are available.

(3) Assure that all new employees upon entering on duty are briefed on the IDP process and provided the opportunity to participate within 12 months of entering on duty.

(4) Review employee IDPs when responding to the Annual Call for Training to ensure that IDP training is included in the annual submission.

(5) Each AF supervisor shall monitor the IDP process in their organization.

7. IDP PLANNING GUIDE. An IDP planning guide has been developed to provide guidance, suggestions, and examples to be used by both the employee and supervisors in the development of the IDP. Copies have been distributed to the same organizations and levels as this order. If additional copies are required please provide AAF-30 with a written request identifying the number of additional copies needed.


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